



MCA-NIGER MANAGEMENT POSITION DESCRIPTIONS

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DRAFT

POSITION DESCRIPTIONS

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DIRECTOR GENERAL

(alternatively titled National Coordinator, Executive Director, Managing Director, or CEO with minor variations depending on the specific country context)

Reports To: Board of Directors

Supervises: Legal Officer, Internal Audit & Compliance Manager, Director of Programs, Director of Administration & Finance, Director of Procurements, Security Advisor, Executive Secretary, UNOPS Program Management Support Unit

- Serve as the official point of contact on behalf of the Government of the Republic of Niger (GoN) in its relations with MCC.
- Represent the Compact program to the general public and program partners and serve as the lead representative of MCA-Niger to the donor community, civil society, the private sector, and other constituencies.
- Report to the Board of Directors on a regular basis to apprise the Board of progress, issues, and risks related to the implementation of the Compact program.
- Execute overall guidance and instructions from the Board of Directors to implement the Compact in a timely and effective manner.
- Provide high-level executive leadership and management for MCA-Niger and ensure coordination of MCA-Niger, the program management consultant, the World Bank, and other implementation stakeholders.
- Directly manage General Counsel, Internal Audit and Compliance Manager, Director of Programs, UNOPS Program Management Support Unit, Director of Administration and Finance, Director of Procurements, Security Advisor, and Executive Secretary.
- Provide guidance and advice, and when needed, manage and coordinate development of the implementation plans of MCA-Niger, including final approval of the budgets, work plans, procurement plans, disbursement request packages, and monitoring and evaluation (M&E) plans related to the Compact program; and recommend these to the Board of Directors and MCC for their approval.
- Work closely with the senior leadership of relevant government units to ensure dissemination of critical information, commitment of resources, and the timely progress related to policy and regulatory reforms related to the Compact program.
- Direct, motivate, and coordinate the various directorates of MCA-Niger towards achieving their objectives and targets.
- Oversee the selection process of MCA-Niger staff, especially, at the management level.

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Qualifications and Experience

- Must hold an advanced degree or its equivalent in economics, development, business administration, engineering, public administration, or other relevant area of focus.
- Fifteen (15) or more years' experience in senior management position in a reputable organization, private sector company, or government.
- Demonstrated experience and proven skills in managing a large company or program with a multi-million USD budget and permanent staff of at least thirty (30) personnel.
- Familiarity with public financial management and donor project management systems or similar systems.
- Excellent and demonstrable leadership ability and interpersonal skills.
- Capable of building and maintaining productive relationships with various stakeholders from government (both national and local), civil society, NGOs, private sector, and international donors.
- Familiarity with MCC policies and procedures.
- Outstanding organizational skills and the ability to work in large, multi-cultural teams.
- Full computer skills in email, word processing, spreadsheets, the Internet, and familiarity with Management Information Systems and project management systems.
- Fluency in local language(s) and excellent written and verbal communication skills in English.

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SECURITY ADVISOR

Reports To: Director General

Supervises: N/A

Primary Duties and Responsibilities

- Oversee and develop the MCA-Niger security management plan
- Advise and support the MCA-Niger Director General with regard to implementing the security management plan
- Work with Director General, Directors and Managers to ensure that safety and security is mainstreamed into all areas of planning and operations
- Work with internal and external stakeholders to better understand the security challenges in Niger and share best practices
- Train MCA-Niger staff and partners to have the security skills and awareness that they need to be effective
- Analyze security incidents and gather, contextualize and evaluate security-related information
- Keep staff and consultants up to date on the security situation in project/program areas and implementing guidelines to ensure the safety of all employees and consultants
- Assess static security at the Niamey office buildings, World Bank PIU regional offices, project/program facilities and implement appropriate security measures
- Prepare risk assessments, incident reports, weekly/monthly security reports, district profiles and other research documents as needed
- Coordinate with national, regional, and local police, gendarmerie, and other government security forces to ensure sufficient security presence in and around project sites
- Coordinate security escort for MCC personnel as required when traveling outside Niamey and inside the city when the security environment warrants

Desired Skills & Experience

- Ten (10) years' experience of security assessment, planning and implementation of procedures in the context of development and humanitarian operations, including developing security management plans, procedures and strategy in complex emergencies
- Experience working with civil society groups and community networks at grassroots level, local stakeholders such as government, international non-government organizations and UN, to share and exchange information
- Demonstrated experience working with national, regional, and local police, gendarmerie, and other government security forces in Niger
- Proven capacity to write guidelines in French and reports in professional English
- An active commitment to promoting gender equality and the interests of marginalized groups and an ability to suggest practical solutions to complex issues
- Strong interpersonal skills and the capacity to work effectively in a multi-cultural team

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- Ability to perform well under pressure and cope with stressful situations
- Willingness to travel frequently to areas where MCA-Niger is implementing projects/programs
- Knowledge of relevant local policies, laws and regulations
- Strong computer skills

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GENERAL COUNSEL

Reports To: Director General

Supervises: Legal Officer and others as delegated

Responsibilities

The General Counsel and Corporate Secretary (General Counsel) will serve as a critical member of the senior management team of the Accountable Entity (MCA-Niger) identified in the compact (Compact) between Niger and the United States of America, acting through the Millennium Challenge Corporation (MCC). The General Counsel will serve as the principal legal officer and senior policy advisor on legal matters, as well as a technical resource, to MCA-Niger governing board (Board) and management team and other staff of MCA-Niger. The General Counsel will also serve as the corporate secretary to the Board of the MCA. The General Counsel may have responsibility for managing and supervising subordinate staff and other legal resources as may be necessary for proper functioning of MCA-Niger. The General Counsel will be expected to carry out the following among his or her primary responsibilities:

- Provide or coordinate the provision of legal advice on all issues affecting the internal operations of MCA-Niger, including government contracts and other agreements, third party commercial contracts and other agreements, procurement and fiscal law, and corporate governance and records management.
- Help to identify, and advise on, situations that may involve elements of fraud and corruption and/or conflicts of interest in the implementation of the Compact. Coordinate training and advice on MCC policies and applicable laws, regulations and other policies relevant to the prevention, detection, and correction of fraud and corruption. Coordinate training and advice on matters of ethical behavior, including the avoidance of conflicts of interest and policies governing confidentiality and transparency. This training will include the Board, the management team, other staff of MCA-Niger, and, where appropriate, implementing entities of Niger (Government) designated in accordance with the terms of the Compact and MCA contractors.
- Ensure that MCA activities comply with: (i) the obligations of MCA-Niger contained in the Compact and all related agreements or otherwise delegated to MCA-Niger by the Government; (ii) all agreements entered into under or in furtherance of the Compact; (iii) all applicable laws and regulations of Niger; (iv) all of MCA-Niger's organizational and governance documents, including any law or decree related to the creation or operation of MCA-Niger and MCA-Niger's bylaws or other governing documents; and (v) any other applicable laws, regulations, policies, and agreements.
- Advise the Board, the management team, and the staff of MCA-Niger on legal issues and address legal matters as they arise. This may include preparing and submitting reports and other documents on a periodic basis to the Board and the management team that identify any problems (and recommended solutions) encountered in MCA compliance with its obligations or other legal matters.
- Serve as the corporate secretary of the Board. This includes developing and implementing procedures for the meetings of the Board and ensuring that Board meetings and actions comply with the requirements of the Compact, all related agreements, and the relevant governing documents of MCA-Niger (including any law or decree related to the creation or operation of MCA-Niger and MCA-Niger's

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bylaws or other governing documents). This function also includes responsibility for ensuring all necessary and appropriate records are produced and maintained by MCA-Niger.

- Participate in negotiations, and draft, review, and advise on all types of contracts and other documents to be executed by MCA-Niger.
- Participate in the drafting and review of deliverables required by the terms of the Compact and related agreements to ensure legal sufficiency and the proper and timely delivery of such deliverables.
- Advise the Board and MCA regarding employment matters, including drafting and negotiating employment agreements.
- Provide guidance on legal implications of procurement and financial activities that may be undertaken by MCA-Niger. Cooperate with and advise representatives of Government bodies, including ministries, the legislature, and other public agencies, regarding the Government's responsibilities under the Compact and all related agreements.
- Represent, or manage the representation of, MCA-Niger before courts, regulatory, and administrative bodies, and in arbitration and other proceedings.
- Act as the main liaison between MCA-Niger and MCC on legal matters relating to the implementation of the Compact.
- Recruit, supervise, and manage junior legal officers and other staff within MCA-Niger, as may be necessary.
- Determine the need for additional legal experts (including outside counsel), identify possible sources for such experts, assist the Procurement Director in the procurement of such experts, provide recommendations on particular legal tasks that should be outsourced to an outside counsel, and manage such outside counsel.
- Perform such other responsibilities that are commonly exercised or incidental to the position of General Counsel and Corporate Secretary or as may be delegated or requested from time to time by the Board or the management team of MCA-Niger.

Qualifications and Experience

- Must hold an appropriate degree in law and be qualified and certified in good standing to practice law in Niger.
- Approximately five (5) to eight (8) years of relevant experience working at a law firm or as legal counsel, preferably with some experience serving as in-house counsel and some experience working in a law firm or as legal counsel in Niger.
- Knowledge of, and experience with, both international law and the laws of Niger encompassing a diverse range of legal issues, including contract, corporate, construction, employment, and procurement laws and regulations, especially in transactions or situations involving foreign investors/foreign governments, or experience representing foreign investors in transactions or situations involving the Government. Experience in international commercial transactions and project and structured financing is a plus.
- Experience advising entities in negotiating, executing, and implementing international agreements with foreign governments. Experience in US Government funded projects is a plus.

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- Experience working as or with a corporate secretary on governing board and corporate governance, compliance, and record keeping matters.
- Experience in administering or providing advice regarding tax exemptions under Niger.
- Proven ability to work in a national and international context.
- Demonstrated ability to coordinate with Government entities to ensure smooth implementation of MCA-Niger activities.
- Ability to work with multidisciplinary teams and institutions.
- Strong interpersonal skills and the ability to establish and maintain effective working relationships with people of different backgrounds.
- Demonstrated ability to collaborate effectively with peers as well as work across departments or divisions.
- Proven supervisory or management experience of attorneys and other staff.
- A responsible and flexible attitude and capacity to simultaneously manage a variety of tasks, responsibilities, and shifting priorities and deadlines without supervision.
- Demonstrated history of delivering high quality projects and work product on time and within budget.
- The ability to work under pressure and against tight deadlines.
- Demonstrated professionalism, good judgment, and flexibility to meet the needs of the position.
- Strong computer skills (e.g., MS Office, Internet).
- Excellent written and verbal communication skills in English.

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DIRECTOR OF PROGRAMS

(alternatively titled Chief Operating Officer or Coordinator of Programs with minor variations depending on the specific country context)

Reports to: Director General

Supervises: Program Assistant, Private Sector Engagement Manager, Irrigation Infrastructure Manager, Road Infrastructure Manager, CRA Manager, PRAPS Manager, Management Services Manager, Land Tenure & Resettlement Manager, ESP Manager, GSI manager

- Responsible for day-to-day management and implementation of the Compact Projects.
- Lead and supervise the Project Activity and Crosscutting Sector Managers during the implementation phase to attain the compact objectives.
- Provide leadership, coordination, and day-to-day management for project implementation, including irrigation infrastructure development, road infrastructure, management services and training, climate-resilient agriculture, regional Sahel pastoralism support, environmental and social protection, gender integration, and land tenure and resettlement support.
- Participate in the preparation and review of all relevant project documents, including but not limited to, statements of work, design documents, bidding documents, technical evaluations, and progress reports.
- Provide operational and strategic advice and support to the Director General in relation to implementation of the Irrigation and Market Access and Climate-Resilient Communities projects
- Identify bottlenecks, risks, and mitigation strategies, and work to address them, reporting as appropriate to the Director General.
- Formulate implementation plans, including the preparation of budgets and work plans, contribute to the preparation of disbursement request packages, procurement plans, and monitoring and evaluation (M&E) plans, for the Director General to submit to the Board of Directors and to MCC.
- Ensure that the operations of MCA are in full compliance with local regulations and with MCC requirements and standards. This includes a responsibility to ensure that all concerns about the quality of operations related standards for Environmental and Social Performance (ESP) and for Gender and Social Inclusion (GSI) are addressed by the relevant members of the Management Team directly with the Director General.
- Ensure continuous improvement of operational efficiency in Compact implementation. Use appropriate information produced by MCA-Niger staff to provide recommendations, mid-course corrections, and lessons learned to MCA-Niger and MCC.
- In coordination with the Program Management Office (PMO) and the Director of Administration and Finance, coordinate, manage, and oversee the preparation of periodic implementation reports to be submitted to the Board of Directors and to MCC.
- Manage the work of program employees using standard results-oriented evaluation methods and performance-based awards and make recommendations to the Director General on staff retention and related issues.

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- Under the supervision of the Director of Admin and Finance, coordinate with Procurement Director and oversee the technical aspects of procurement in the services of consultants and contractors who will provide services under the Compact
- Provide feedback and input to the Director General to communicate with relevant government and other agencies to ensure dissemination of critical information, commitments of resources, and the timely completion of tasks related to implementation of the Compact program.

Qualifications and Experience

- Must hold an advanced degree or its equivalent in economics, business administration, public administration, development, or other related field.
- Twelve (12) or more years of relevant operational experience in a senior management position in a reputable private or non-profit organization and/or government agency handling fast-paced, complex and multi-disciplinary business processes, including management of infrastructure contracts, group formation and training, or other technical activities.
- Experience managing large infrastructure projects, agriculture projects, community-development projects. Familiarity with international environmental and social standards. Experience with gender integration and mainstreaming.
- Demonstrated experience and proven management skills in managing a department or unit with at least ten (10) personnel.
- Excellent strategic leadership/vision and team management. Excellent ability to communicate and work in a team. Particularly as it requires collaborating across departments/divisions to achieve common objectives.
- Familiarity with public financial management and/or donor project management systems.
- Capability of building and maintaining productive relationships with a range of actors, including national and local government officials, civil society organizations, and international donors.
- Experience implementing programs and projects involving development partner assistance and knowledge of international competitive bidding rules.
- Experience with results-focused project management.
- Familiarity with MCC policies and procedures an advantage.
- Computer skills in word processing, spreadsheets, the Internet, and familiarity with project management and Management Information Systems.
- Fluency in local language(s) and excellent written and verbal communication skills in English.

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DIRECTOR OF ADMINISTRATION & FINANCE

Reports to: Director General

Supervises: Human Resources and Administration Manager, Finance Manager, Monitoring and Evaluation (M&E) Manager, Communications Manager, Administrative Assistant.

Responsibilities

- Ensure adherence to all financial management provisions of the Compact and related documents.
- Serve as the primary liaison with the Fiscal Agent, Project Directors, and the Implementing Entities on financial-related matters and issues.
- Provide leadership in the design and operating effectiveness of a system of internal controls over financial management and reporting including change management and oversight.
- Provide oversight over HR and IT functions related to the administration of MCA-Niger.
- Manage the preparation of MCA-Niger's annual Program budget for the entire Compact period, as well as detailed budgets on a quarterly basis in coordination with the Fiscal Agent, Project Management Unit(s), and any Implementing Entities.
- Develop quarterly disbursement requests for funding from MCC, in coordination with the Fiscal Agent.
- Develop, in coordination/collaboration with the Fiscal Agent, a financial management operations manual, known as the Fiscal Accountability Plan (FAP), which outlines all procedures necessary for financial management operations, effective internal control system, and designates the officials who have the authority to approve obligations, verify receipt of goods and services, and execute payments.
- Monitor and ensure compliance with all aspects of the FAP.
- Ensure that MCA-Niger's financial management system accommodates the requirements of the Compact as well as MCA-Niger's reporting requirements.
- In coordination with the Project Directors, estimate the future cash flow requirements for each Project for each period, and ensure that all accompanying reports related to disbursement requests are delivered according to the required schedule.
- Monitor expenses against budgets to ensure adequate resources and control of funds. Provide quarterly contract disbursements and other necessary information to the M&E Manager in order to track process milestones for the Compact.
- Assist in the development of the operating budget for MCA-Niger.
- Prepare a plan to meet the semi-annual audit requirements of the Office of Inspector General (OIG) of the United States Agency for International Development (USAID).
- Cooperate fully with the auditors to ensure that the auditing requirements of the program are satisfied as required by the Compact.
- Develop, communicate and implement corrective action plans in connection with all audits conducted on behalf of MCC/GoN Funds in connection with the Niger Compact.
- Ensure that MCC funds are exempt from all taxes as detailed in the 609(g) Agreement, Compact Agreement, Program Implementation Agreement, and/or any other agreement associated with the Compact.

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- Represent the Program on all financial aspects to the Nigerien public, government, donor community, civil society, private sector, and others.
- Develop and manage all financial reports, including special reports required by the MCA-Niger or the Board of Directors.
- Provide leadership and guidance to administrative/finance/M&E/communications staff on assigned tasks of the division.
- Manage and review the work of assigned staff and ensure quality of outputs, and provide day-to-day supervision.
- Supervise the processing and analysis of project-related expenses and ensure that they are in accordance with approved budget, MCC policies, and government procedures.
- Supervise the administration and accounting for contract payments that the Fiscal Agent will process through MCC's paying agent.
- Supervise the Information Technology and network maintenance, M&E, and Communications functions of MCA-Niger.
- Supervise the general administrative support apparatus of MCA-Niger and ensure that assets of MCA-Niger are used for compact purposes only.

Qualifications and Experience

- Master's Degree or equivalent in Accounting (preferred) or Finance.
- Certified Public Accountant (CPA), Chartered Accountant (CA) or equivalent preferred.
- Approximately twelve (12) or more years of professional experience, including approximately seven (7) in a senior financial management position of a project or company having an annual budget of \$50 to \$100 million USD or as an auditor in a public accounting firm.
- Proven management skills and experience in activities related to financial management.
- Proven management skills and experience in information technology, network management, or related fields is preferred.
- Ability to develop complex budgets and manage all related financial transactions.
- Experience in developing and managing financial management systems and processes. Experience in SAP-based financial management systems is preferred.
- Ability to liaise with other MCA-Niger divisions to ensure smooth implementation of MCA-Niger activities.
- Ability to lead a team of qualified administrative, operations or financial management specialists.
- Familiarity with M&E, communications, and HR principles and commitment to understanding international development programs and principles.
- Experience in data collection and analysis, quantitative social science research, and economics a plus.
- Must demonstrate from previous work experience the ability to collaborate effectively with peers as well as work across departments or divisions.
- Native written and verbal communication skills in French
- Excellent written and verbal communication skills in English

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DIRECTOR OF PROCUREMENT

Reports to: Director General

Supervises: Procurement Manager, Procurement Assistant.

Major Responsibilities and Duties:

The Procurement Director works under the supervision of the Chief Executive Officer. He ensures that all procurement transactions are implemented in accordance with these Guidelines; consolidates and keeps records of all procurement activity; and reports on the progress of this activity.

The Procurement Director is responsible for managing the flow of procurement activity to implement the Compact by the MCA Entity. The Procurement Director serves as the primary liaison between the Procurement Agent, MCC and outside entities from a variety of specialized sectors on all procurement activities and facilitates the smooth interplay between and among all elements of the procurement process. A key aspect of this responsibility involves synchronizing the substance and process elements of procurement activities.

In addition, the Procurement Director:

- Coordinates the functions of the MCA Entity and the Procurement Agent in implementing the Compact program, including identifying initial procurement needs and organizing procurement operations.
- Reviews the solicitation documents, Procurement Plans, CPPRs and all other required documents prepared by the Procurement Agent and recommend any necessary changes or improvements to ensure they comply with the MCC Program Procurement Principles and these Guidelines and that they meet the procurement needs of the MCA Entity.
- Reviews the MCA Entity's procurement operations manual prepared by the Procurement Agent and recommends any necessary changes or improvements to ensure it responds to the operational reality of the MCA Entity.
- Ensures that the Procurement Agent act consistently with the approved procurement operations manual.
- Monitors compliance by the Procurement Agent with all the rules and procedures of these Guidelines.
- Supports management and the chief executive officer of the MCA Entity in maintaining the integrity and confidentiality of the procurement process.
- Facilitates the preparation and submission to the Procurement Agent of necessary procurement documents by the technical staff of the MCA Entity.
- Reviews reports submitted by the Procurement Agent
- Manages the members of the MCA Entity procurement team.
- Approves procurement decisions in accordance with Attachment 1 to these Guidelines.
- Performs other tasks and responsibilities as requested by the Chief Executive Officer of the MCA Entity.

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Required Qualifications and Experience:

- University degree in business administration, public administration, finance, law, international development or related field
- Approximately twelve (12) or more years of experience developing and managing procurements in systems applying international standards
- Ability to coordinate with numerous distinct entities in overseeing and reporting on procurement activities
- Familiarity and/or experience with international donor institutions' procurement guidelines and procedures, particularly those of the World Bank and/or US Government.
- Strong computer skills with Microsoft Office applications (Word, Excel, PowerPoint)
- Oral and written fluency in French and in English (U.S. Government Level 4)
- Demonstrated ability to work collaboratively with domestic and international stakeholders and counterparts
- Superior organizational and time management skills

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INTERNAL AUDIT & COMPLIANCE MANAGER

Reports to: Director General and Board of Directors

Supervises: Internal Audit & Compliance Officer

Roles and Responsibilities

- Assist MCA-Niger Board of Directors in establishing a plan for auditing the operation and program activities of MCA-Niger that focuses on the identification and control of risk, improvements in the efficiency and effectiveness of operations and programs, and compliance with external laws and regulations and internal policies and procedures.
- Participate in MCA-Niger Board of Director's audit committee and prepare committee review of key operational issues with a focus audit risk.
- Administratively assist the Director of Administration & Finance in preparing audit plans for the semi-annual funds accountability statement audit.
- Conduct audits based on the plan approved by the audit committee.
- Communicate audit results to the Board of Directors and appropriate program managers.
- Follow up on audit recommendations to ensure corrective actions are implemented.
- Evaluate internal control systems, especially those relating to financial management, and make recommendations for improvements needed to safeguard assets and ensure the integrity of financial transactions and financial reporting.
- Ensure the recommendations of the external auditor are implemented, as appropriate.
- Oversee and monitor the implementation of a Program Compliance Policy for the use of funds at the MCA, the PIU, and the communes.
- Disseminate written policies and procedures related to compliance activities.
- Identify compliance issues that require follow-up or investigation.
- Report to the Director General and Board of Directors on a regular basis to review progress on program implementation and assist with establishing improvement plans.

Qualifications and Experience

- University degree in Accounting, Finance or Business Administration (graduate degree preferred).
- Certified Public Accountant (or equivalent), Certified Internal Auditor, or Certified Fraud Examiner preferred.
- Approximately ten (10) or more years of relevant experience in an international development organization, NGO, or similar. Familiarity with operations, accounting, finance, internal audit, quality assurance, and human resource procedures and regulations is a must.
- Demonstrated knowledge of and experience in applying the principles, techniques, practices and procedures of an internal audit or quality assurance function; developing sound internal controls for financial and operational programs; developing remediation programs where controls have been found deficient; developing risk assessment instruments and communicating to program managers how to assess risk in their respective areas.

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- Experience in writing internal policies and procedures, evaluating processes, and documenting findings.
- Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- Highly organized and flexible with the ability to multi-task, prioritize, and work independently.
- Ability to achieve results while working under pressure.
- Ability to evaluate automated financial management systems and to develop methods for testing system controls.
- Be of outstanding character and integrity and free of all conflicts of interest and committed to protecting the integrity of the programs under the Compact.
- Good computer skills (MS Office, internet, familiarity with project management software).
- Excellent written and verbal communication skills in English.

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PRIVATE SECTOR ENGAGEMENT MANAGER

Reports to: Director of Programs

Supervises: N/A

Private sector-led development is a priority in the proposed MCC-funded Niger Compact program in order to increase the reach, impact and sustainability of Compact investments and to help reduce dependence on foreign assistance. Consequently, the Compact seeks to strengthen private enterprise and where practicable, engaging the private sector in a range of partnerships, financing mechanisms and other arrangements, directly integrated with compact programs in priority areas including market access facilitation for smallholder producers, access to capital for producers/agricultural enterprises, and fertilizer procurement reform.

MCA-Niger will manage these efforts to strengthen private enterprise, including the development and implementation of (i) any partnerships, financing mechanisms or other arrangements contemplated under the Compact to develop the private sector and leverage its resources, (ii) a private sector engagement (**PSE**) strategy to identify and pursue opportunities that attract or leverage private sector interest, investment or commercial activity within or complementary to the Compact program, and (iii) overseeing the development and implementation of business development services and marketing of agricultural products across the compact. The PSE Manager will be a non-supervisory role, but will also provide dotted-line oversight to the Private Sector/Grants Management officers under the Climate Resilient Agriculture Grant Facility. The PSE Manager will also be expected to work closely with the managers responsible for other compact programs, including the CRA manager, the PRAPS manager, the Management Services Manager, the Irrigation Infrastructure Manager, and the Roads Infrastructure Manager to identify private sector linkages and opportunities to partner with and engage the expertise and resources of the private sector (including MSMEs).

Duties

The duties of the PSE Manager will include the following:

- Working with the other Compact Program managers listed above, identify specific needs and opportunities for engagement with the private sector, including but not limited to supply chain and marketing partnerships for agricultural/livestock products, agricultural contracting/offtake partnerships, private sector market intelligence informing development of market facilitation services for farmers, financing partnerships for agricultural MSMEs/producers, private sector partnerships in input and equipment supply (eg. seeds, fertilizer, small scale irrigation equipment), etc. Manage the development and implementation of these partnerships, financing mechanisms, and other arrangements to develop the private sector and leverage its resources, integrated with Compact Programs;
- Develop and implement a five-year private sector engagement strategy (**PSE Strategy**) and annual action plans (**Action Plan**), in coordination with MCA management and staff. MCC will also provide guidance and support in strategy development and implementation oversight. The PSE Strategy will guide the identification and pursuit of opportunities that attract or leverage private sector interest, investment, or commercial activity within and complementary to the Compact program. The Action

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Plan shall include roles and responsibilities of MCA-Niger and other agencies, strategic objectives, strategic approach, budget needs, work plan, and monitoring and evaluation targets;

- To ensure that the Program objective of increasing agricultural value and sales is achieved, to encourage inclusive private investment in Niger's agricultural sector, and to generally increase the reach, impact and sustainability of Compact investments:
 - Develop and maintain strong relationships with key domestic and international stakeholders interested in private sector development, including members of the business community, government organizations, investors, donors and civil society organizations;
 - Actively participate in investment promotion and donor coordination activities related to Compact investments, including attendance at seminars, conferences, trade fairs and sector/industry meetings;
 - Organize promotional workshops, exhibitions and conferences for potential investors specific to the opportunities to leverage Compact program activities;
 - Working with CRA Manager and CRA Grants Facility staff, identify and implement approaches to use the grant program to leverage private sector partnerships, private co-investment, and/or financing partnerships with microfinance/financial institutions
 - Working with Management Services Manager and fertilizer reform Consultant, provide consultation as needed on private sector implications of fertilizer procurement reform, and develop relationships with professional private sector fertilizer firms with interest in Niger. Working with Management Services Manager, CRA Manager, and PRAPs Manager, analyze and assess market demand and value chain opportunities in key agricultural and animal products produced by Compact beneficiaries in MCC investment areas. Study and track domestic and regional market trends for targeted products and communicate findings to Management Services Manager and MCC. Work with the Management Services Manager, CRA, and PRAPs Manager to identify and help facilitate marketing and export opportunities for products/commodities produced by project beneficiaries. For products targeted for potential export, become familiar with relevant international quality control and health standards and disseminate information to Director of Programs and Management Services Manager;
 - Liaise with ESP and GSI Managers in order to prioritize socially-responsible, gender inclusive, and climate-smart business practices;
 - Identify organizations or companies at the regional, national or local levels with direct investment potential and conduct strategic outreach to raise awareness of the business opportunities created through the Compact program;
 - Facilitate linkages to pertinent information, sources of investment capital, and market intelligence
 - Engage experts as needed to develop collaborations with domestic and international stakeholders focused on private sector development;
- Engage in effective communication and reporting practices with respect to the duties outlined above, including:
 - Developing and maintaining a close working relationship with all MCA Compact Program Managers and an understanding of overall strategic priorities across the compact program portfolio from the Programs Director, given the cross-cutting nature of the role.

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- Developing and maintaining a close working relationship with MCC Finance, Investment, and Trade counterparts and other MCC staff, facilitated by frequent verbal and written communications; and
- Submitting written reports on a quarterly basis that contain the defined outputs and outcomes as defined in the PSE Strategy, Action Plan, M&E Plan, and any partnership agreements.

Qualifications and Experience

- At a minimum the applicant shall have a University degree in economics, finance/banking, business management, marketing, business law or related fields. Advanced university degree is preferable;
- At least 10 years of proven professional experience in several of the following fields, including at least 5 years working in the private sector and at least 4 years in the agricultural sector (commercial agriculture preferred): commercial or high-value agriculture and/or animal husbandry, value chain development and smallholder sourcing, private sector business development, SME financing or advisory, donor coordination and partnership development, grant and proposal writing and/or technical evaluation, strategic consulting (with knowledge of agribusiness/agriculture industry);
- Experience working with financial institutions and in the development of business plans and other documents to access financing;
- Knowledge and familiarity with agricultural marketing, and experience conducting market assessment, analyzing value chains, and identifying market opportunities;
- Proven experience in engaging with private sector businesses and organizations and demonstrated success in business development or partnership development;
- Experience with and understanding of challenges faced by MSMEs, cooperatives, and smallholder producers in Niger;
- Excellent communication skills, both orally and in writing, plus the ability to develop, maintain, and engage a broad range of contacts in the public and private sectors of Niger
- Excellent interpersonal and relationship, stakeholder management, and negotiation skills;
- Strong analytical and report writing skills;
- Ability to work with government institutions in Niger;
- Responsible and flexible attitude and capacity to manage a multiple tasks in different areas without supervision, entrepreneurial and self-driven;
- Demonstrated professionalism, good judgment and flexibility to work as necessary outside normal work hours to meet deadlines and needs of the position;
- Demonstrated ability to work with multidisciplinary teams and in a multinational environment and with multiple external parties;
- Prior experience collaborating with high-level counterparts and thorough understanding of the procedures, policies, and goals of development assistance is desired;
- Experience in donor-financed projects is a plus;
- Fluent in written and oral communication in English and French;
- Excellent computer skills (MS Office Software Package, MS Project 2007).

POSITION DESCRIPTIONS

IRRIGATION INFRASTRUCTURE MANAGER

Reports to: Director of Programs

Supervises: Irrigation Infrastructure Assistant Manager, Project Management Staff

The incumbent will be responsible for coordination, management and implementation of the Irrigation Perimeter Development Activity of the Irrigation and Market Access Project. In addition, the Irrigation Infrastructure Manager will oversee the National Water Resource Planning Sub-Activity. He/She will be assisted by a Deputy Irrigation Infrastructure Manager. The Irrigation Perimeter Development Activity will be implemented through a Project Management Office (PMO), which will provide a technical team to plan and manage the delivery of the infrastructure and play the role of the FIDIC Engineer in the management of the construction contracts. In this context the Irrigation Infrastructure Manager will: (i) manage and oversee all activities of the PMO; (ii) ensure that all PMO's activities are coordinated and integrated with other relevant MCA-Niger activities; and (iii) ensure liaison, coordination and communication of the Project activities within MCA-Niger and with external stakeholders. The National Water Resource Planning sub-Activity will involve oversight of an assessment of national water resources and formulation of Programme Hydraulique National (PHN), in close collaboration with relevant GoN and other stakeholders. Specific responsibilities include:

- Act as the focal point within MCA-Niger for all planning, implementation and monitoring of the Irrigation Perimeter Development Activity portfolio.
- Act as the MCA-Niger technical contracting officer for the PMO and its staff; as such, oversee all the PMO activities and administer the PMO contract, in close collaboration with other relevant MCA-Niger Managers. This will include review and approval of all contractual reports and related invoices.
- Evaluate and approve all reports from the PMO on planning, scheduling, project controls and implementation progress and provide technical advice, support and facilitation to keep all project activities on-track and provide regular inputs to MCA-Niger reports (see below).
- Ensure timely preparation of all MCA-Niger monthly, quarterly and other reports to MCC or other stakeholders.
- Ensure coordination with the Procurement Manager, PMO and other relevant MCA-Niger Managers for the timely procurement of consultant services and construction contractors.
- Review and approve all feasibility and design reports and corresponding invoices prepared by the PMO or other consultants.
- Review and approve all FIDIC Interim Payment Certificates (IPC) prepared by the PMO.
- Proactively review all potential and ongoing claims within the context of the FIDIC contracts, with the aim of expeditiously and fairly resolving these claims.
- Liaise regularly with all relevant MCA Managers to ensure full integration of infrastructure activities with related and complementary activities, notably: Environmental and Social Performance (ESP), Resettlement and Land Tenure, Consultations Coordination, Gender and Social Inclusion (GSI) and Monitoring and Evaluation (M&E).

POSITION DESCRIPTIONS

- Ensure full stakeholder participation in Project implementation and represent MCA in public forums with respect to the Irrigation Infrastructure portfolio and the National Water Resource Planning sub-Activity.
- Interface with MCC field staff based in Niamey and technical staff based out of Washington DC.
- Interface with MCC's Independent Engineer and technical leads with other donors involved in sector infrastructure activities.
- Other tasks and responsibilities as requested by the Director of Programs of MCA-Niger.
- Identify activity resource requirements, bottlenecks, risks, and mitigation strategies.
- Act as the focal point within MCA-Niger for all planning and implementation of the Natural Resource Planning sub-Activity, including ensuring liaison and coordination with the ESP and other MCA Managers, as well as the Ministry of Hydraulics and Sanitation and other GoN, donor and other stakeholders.

Qualifications and Experience Required:

- Degree in Hydrology, Irrigation/Rural Engineering, Civil Engineering or another relevant discipline is required. Appropriate professional registration/licensure is strongly preferred
- Minimum of 12 years of professional experience in project management of large-scale irrigation works projects from pre-feasibility to design to construction and supervision to close out. Experience with FIDIC contracting is preferred.
- Demonstrated managerial and project oversight skills. At least 7 years of project management experience in irrigation system design construction
- Experience in all phases of engineering procurements – Feasibility and Design, Construction, Construction Inspection, close out, Construction Management, Contract negotiations, cost estimating, and other relevant skills – is required
- Extensive experience with irrigation sector institutions and policies in Niger
- Prior experience collaborating with high-level counterparts and thorough understanding of the procedures, policies, and goals of development assistance is desired
- Capability of building and maintaining productive relationships with a range of actors, including Government officials, private sector partners, NGOs, and international donors
- Responsible and flexible attitude and capable of working with minimum supervision
- Demonstrated ability to communicate effectively (French and English), both orally and in writing, plus the ability to develop, maintain, and engage a broad range of contacts in the public and private sectors of Niger.
- Strong supervisory and mentoring skills
- Strong people and interpersonal skills
- Computer skills (MS Office, internet, familiarity with project management software preferred, though not required)

POSITION DESCRIPTIONS

ROAD INFRASTRUCTURE MANAGER

Reports to: Director of Programs

Supervises: Road Infrastructure Assistant Manager, Project Management Staff

The incumbent will be responsible for coordination, management and implementation of the Road Access to Market Activity of the Irrigation and Market Access Project. He/She will be assisted by an Assistant Road Infrastructure Manager. This Activity will be implemented through a Project Management Office (PMO), which will provide a technical team to plan and manage the delivery of the infrastructure and play the role of the FIDIC Engineer in the management of the construction contracts. In this context the Road Infrastructure Manager will: (i) manage and oversee all activities of the PMO; (ii) ensure that all PMO's activities are coordinated and integrated with other relevant MCA-Niger activities; and (iii) ensure liaison, coordination and communication of the Project activities within MCA-Niger and with external stakeholders. Specific responsibilities include:

- Act as the focal point within MCA-Niger for all planning, implementation and monitoring of the Road Access to Market Activity portfolio.
- Act as the MCA-Niger technical contracting officer for the PMO and its staff; as such, oversee all the PMO activities and administer the PMO contract, in close collaboration with other relevant MCA-Niger Managers. This will include review and approval of all contractual reports and related invoices.
- Evaluate and approve all reports from the PMO on planning, scheduling, project controls and implementation progress and provide technical advice, support and facilitation to keep all project activities on-track and provide regular inputs to MCA-Niger reports (see below).
- Ensure timely preparation of all MCA-Niger monthly, quarterly and other reports to MCC or other stakeholders.
- Ensure coordination with the Procurement Manager, PMO and other relevant MCA-Niger Managers for the timely procurement of consultant services and construction contractors.
- Review and approve all feasibility and design reports and corresponding invoices prepared by the PMO or other consultants.
- Experience on road maintenance planning and implementation
- Review and approve all FIDIC Interim Payment Certificates (IPC) prepared by the PMO.
- Proactively review all potential and ongoing claims within the context of the FIDIC contracts, with the aim of expeditiously and fairly resolving these claims.
- Liaise regularly with all relevant MCA Managers to ensure full integration of infrastructure activities with related and complementary activities, notably: Environmental and Social Performance (ESP), Resettlement and Land Tenure, Consultations Coordination, Gender and Social Inclusion (GSI) and Monitoring and Evaluation (M&E).
- Ensure full stakeholder participation in Project implementation and represent MCA in public forums with respect to the Irrigation Infrastructure portfolio.
- Interface with MCC field staff based in Niamey and technical staff based out of Washington DC.

POSITION DESCRIPTIONS

- Interface with MCC's Independent Engineer and technical leads with other donors involved in sector infrastructure activities.
- Other tasks and responsibilities as requested by the Deputy Chief Executive Officer of MCA-Niger.
- Identify activity resource requirements, bottlenecks, risks, and mitigation strategies.

Qualifications and Experience Required:

- Degree in Civil Engineering or another relevant discipline is required. Appropriate professional registration/licensure is strongly preferred
- Minimum of 12 years of professional experience in project management of roads works projects from pre-feasibility to design to construction and supervision to close out.
- Experience with FIDIC contracting is preferred.
- Experience with Performance Based Contracting (OPRC, DBOM, etc)
- Demonstrated managerial and project oversight skills. At least 7 years of project management experience in road related projects
- Experience in all phases of engineering procurements – Feasibility and Design, Construction, Construction Inspection, close out, Construction Management, Contract negotiations, cost estimating, and other relevant skills – is required
- Extensive experience with transportation sector institutions and policies in Niger
- Prior experience collaborating with high-level counterparts and thorough understanding of the procedures, policies, and goals of development assistance is desired
- Capability of building and maintaining productive relationships with a range of actors, including Government officials, private sector partners, NGOs, and international donors
- Responsible and flexible attitude and capable of working with minimum supervision
- Demonstrated ability to communicate effectively (French and English), both orally and in writing, plus the ability to develop, maintain, and engage a broad range of contacts in the public and private sectors of Niger.
- Strong supervisory and mentoring skills
- Strong people and interpersonal skills
- Computer skills (MS Office, internet, familiarity with project management software preferred, though not required)

POSITION DESCRIPTIONS

CRA MANAGER

Reports to: Director of Programs

Supervises: Resettlement Officer, Land Officer, ESP Officer, GSI Officer, Grants Management Officers

The incumbent will be responsible for coordination of the Climate Resilient Activity (CRA) of the Climate-Resilient Communities Project. The CRA Activity is jointly financed by MCA-Niger and the World Bank. There will be a Program Implementation Unit (PIU) established in the Ministry of Agriculture and Livestock. He/She will be responsible for supervising up to eight (8) embedded technical experts in the CRA PIU in land tenure, resettlement, environment and social protection, gender and social inclusion, and grants management. The MCA-Niger funding will focus on investments in 16 eligible communes located in four regions. The CRA Manager will also support the selection of a Grants Facility Administrator and the grants-making process. In this context the CRA Manager will: (i) engage CRA PIU leadership and oversee all activities of the CRA PIU associated with MCA-Niger funding; (ii) ensure that all CRA PIU embedded staff perform and their actions are coordinated and integrated with other relevant MCA-Niger managers including M&E, Gender and Social Inclusion (GSI), Environmental and Social Performance (ESP), Land, Procurement and Fiscal managers; and (iii) ensure communication of the CRA Activity operations and performance are broadly shared within MCA-Niger and with external stakeholders. Specific responsibilities include:

- Act as the focal point within MCA-Niger for all planning, implementation and monitoring of the CRA Activity.
- Ensure agreed-upon processes and standards are followed as adjusted and incorporated into the official CRA Program Implementation Manual (PIM).
- Act as the MCA-Niger technical contracting officer for the Grants Facility Administrator, Outreach and Business Development Services (BDS) Service Providers and Grant Use Validator Service Provider. This will include review and approval of all contractual reports and related invoices.
- Evaluate and approve all reports from the CRA PIU on planning, scheduling, project controls and implementation progress and provide technical advice, support and facilitation to keep MCA-Niger funded activities on-track and provide regular inputs to MCA-Niger reports.
- Ensure timely preparation of all CRA Activity input into MCA-Niger monthly, quarterly and other reports to MCC or other stakeholders.
- Ensure coordination among CRA PIU embedded technical staff including the Procurement and Fiscal Specialists and other relevant MCA-Niger Managers in order to effectively following processes and standards as presented in the CRA PIM, timely procurement of consultant services, small works contractors and grant-making process.
- Review and approve all feasibility and design reports and corresponding invoices prepared by the Communes or other consultants for MCA-Niger funding in the 16 communes.
- Ensure full stakeholder participation in Commune investment plan consultation and design in the MCA-Niger 16 communes. Review and approval all commune investment plans with input from embedded staff and relevant MCA-Niger Managers, including the Economist input on ERR modeling and calculations, performance indicators and reporting.

POSITION DESCRIPTIONS

- Travel frequently to CRA communes in order to oversee quality, timely, transparent activity implementation.
- Interface with MCC field staff based in Niamey and technical staff based out of Washington DC.
- Interface with World Bank Task Manager and technical leads involved in the CRA Project. Also reach out to other donors and relevant implementing entities to coordinate complimentary interventions among beneficiaries of the CRA Project as appropriate.
- Other tasks and responsibilities as requested by the Director of Programs of MCA-Niger.
- Identify activity resource requirements, bottlenecks, risks, and mitigation strategies.

Qualifications and Experience Required:

- Degree in Agronomy, Natural Resource Management, Rural Development or another relevant discipline is required.
- Minimum of 10 years of professional experience in project management of small-scale irrigation, erosion control, agro-forestry, enterprise development from pre-feasibility to design to construction and supervision to close out.
- Demonstrated managerial and project oversight skills. At least 5 years of project management experience in small works design construction and/or enterprise development contracts.
- Extensive experience in coordination among donors, various stakeholders, and agricultural-related institutions and policies in Niger
- Prior experience collaborating with high-level counterparts and thorough understanding of the procedures, policies, and goals of development assistance is desired, particularly with the World Bank and MCC
- Capability of building and maintaining productive relationships with a range of actors, including Government officials, private sector partners, NGOs, and international donors
- Responsible and flexible attitude and capable of working with minimum supervision
- Excellent communication skills in both French and English, both orally and in writing and through various methods, plus the ability to develop, maintain, and engage a broad range of contacts in the public and private sectors of Niger.
- Strong supervisory and mentoring skills
- Strong people and interpersonal skills
- Computer skills (MS Office, internet, familiarity with project management software preferred, though not required)

POSITION DESCRIPTIONS

PRAPS MANAGER

Reports to: Director of Programs

Supervises: Resettlement Officer, Land Officer, ESP Officer, GSI Officer

The incumbent will be responsible for coordination of the Regional Sahel Pastoralism Support Activity (referred to as “PRAPS”) of the Climate-Resilient Communities Project. The PRAPS Activity is jointly financed by MCA-Niger and the World Bank. There will be a Program Implementation Unit (PIU) established in the Ministry of Agriculture and Livestock. He/She will be responsible for supervising up to eight (8) embedded technical experts in the PRAPS PIU in land tenure, resettlement, environment and social protection, gender and social inclusion, and grants management. The MCA-Niger funding will focus on investments in 4 major livestock corridors located in four regions. In this context the PRAPS Manager will: (i) engage PRAPS PIU leadership and oversee all activities of the PRAPS PIU associated with MCA-Niger funding; (ii) ensure that all PRAPS PIU embedded staff perform and their actions are coordinated and integrated with other relevant MCA-Niger managers including M&E, Gender and Social Inclusion (GSI), Environmental and Social Performance (ESP), Land, Procurement and Fiscal managers; and (iii) ensure communication of the PRAPS Activity operations and performance are broadly shared within MCA-Niger and with external stakeholders. Specific responsibilities include:

- Act as the focal point within MCA-Niger for all planning, implementation and monitoring of the PRAPS Activity.
- Ensure agreed-upon processes and standards are followed as adjusted and incorporated into the official PRAPS Program Implementation Manual (PIM).
- Act as the MCA-Niger technical contracting officer for any outreach service providers. This will include review and approval of all contractual reports and related invoices.
- Evaluate and approve all reports from the PRAPS PIU on planning, scheduling, project controls and implementation progress and provide technical advice, support and facilitation to keep MCA-Niger funded activities on-track and provide regular inputs to MCA-Niger reports.
- Ensure timely preparation of all PRAPS Activity input into MCA-Niger monthly, quarterly and other reports to MCC or other stakeholders.
- Ensure coordination among PRAPS PIU embedded technical staff including the Procurement and Fiscal Specialists and other relevant MCA-Niger Managers in order to effectively following processes and standards as presented in the PRAPS PIM, timely procurement of consultant services, small works contractors and grant-making process.
- Review and approve all feasibility and design reports and corresponding invoices prepared by the Communes or other consultants for MCA-Niger funding in the 4 livestock corridors.
- Ensure full stakeholder participation in Corridor investment plan consultation and design in the MCA-Niger 4 livestock corridors. Review and approval all livestock corridor investment plans with input from embedded staff and relevant MCA-Niger Managers, including the Economist input on ERR modeling and calculations, performance indicators and reporting.
- Travel frequently to PRAPS livestock corridors in order to oversee quality, timely, transparent activity implementation.

POSITION DESCRIPTIONS

- Interface with MCC field staff based in Niamey and technical staff based out of Washington DC.
- Interface with World Bank Task Manager and technical leads involved in the PRAPS Project. Also reach out to other donors and relevant implementing entities to coordinate complimentary interventions among beneficiaries of the PRAPS Project as appropriate.
- Other tasks and responsibilities as requested by the Director of Programs of MCA-Niger.
- Identify activity resource requirements, bottlenecks, risks, and mitigation strategies.

Qualifications and Experience Required:

- Degree in Animal Science, Natural Resource Management, Rural Development or another relevant discipline is required.
- Minimum of 10 years of professional experience in project management of livestock health projects, water resource management, pasture or rangeland management activities, and rural infrastructure development including market infrastructure from pre-feasibility to design to construction and supervision to close out.
- Demonstrated managerial and project oversight skills. At least 5 years of project management experience in livestock health campaigns, natural resource management investments or small works design construction contracts.
- Extensive experience in coordination among donors, various stakeholders, and agricultural-related institutions and policies in Niger
- Prior experience collaborating with high-level counterparts and thorough understanding of the procedures, policies, and goals of development assistance is desired, particularly with the World Bank and MCC.
- Capability of building and maintaining productive relationships with a range of actors, including Government officials, private sector partners, NGOs, and international donors
- Responsible and flexible attitude and capable of working with minimum supervision
- Excellent communication skills in both French and English, both orally and in writing and through various methods, plus the ability to develop, maintain, and engage a broad range of contacts in the public and private sectors of Niger.
- Strong supervisory and mentoring skills
- Strong people and interpersonal skills
- Computer skills (MS Office, internet, familiarity with project management software preferred, though not required)

POSITION DESCRIPTIONS

MANAGEMENT SERVICES MANAGER

Reports to: Director of Programs

Supervises: Farmer Support Assistant Manager, Health and Literacy Assistant Manager, WUA Assistant Manager

MAJOR RESPONSIBILITIES

The Management Services Manager is responsible and accountable for oversight of the Management Services project's planning and implementation and to ensure the Management Services Contractor(s) develops and maintains an effective relationship with all project stakeholders. The incumbent is responsible for developing and overseeing the Management Services activity budget, procurement of the Management services contractors, and delivering activities as provided in project documents and agreements. In addition to project oversight, the Management Services Manager provides technical leadership, as required, to ensure quality water and agriculture institutional, management and beneficiary training support, with the expected result of moving farmers towards commercially oriented and climate-resilient agriculture in the target communities. The Management Services Manager reports to the Director of Programs of Millennium Challenge Account-Niger and will manage up to four Assistant Managers.

SPECIFIC DUTIES

- Provide leadership, oversight and overall direction to ensure efficient and cost effective development, implementation, monitoring and evaluation of the Management Services activity, including effective delivery of expected results in line with Compact agreements while ensuring stakeholder satisfaction;
- Oversee finalization of Terms of Reference of Contractors for Management Services Activity, proposal evaluation and selection, and supports negotiation of final contracts in coordination with the MCA Procurement unit;
- Develop and manage the Management Services activity budget, obligations and commitments and ensure expenditures are in line with the work plan and project agreements, in compliance with MCC and Government of Niger's financial rules and in coordination with the MCA Fiscal Accountability unit;
- In coordination with MCA Private Sector engagement lead, research potential business and partnership opportunities which will enhance potential for target communities to move towards commercially oriented and environmentally sustainable agriculture;
- Assure the development and implementation of work plans that include specific milestones using generally-accepted project management techniques, standards and tools, incorporating tolerances and management of risks that might affect the project at identified stages and developing mitigating measures as appropriate;
- Ensure the Management Services activity is implemented in compliance with agreements, Compact rules and procedures and deliver products and services within specified time, cost, quality, scope, risks and benefits;
- Travel to the field to conduct activity audits and monitor activity progress, lead strategic planning sessions, and to provide technical advisory support to service delivery teams as required;

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- Oversee and ensure the timely implementation and delivery of financial reports, technical progress reports, work packages and other documents required both under terms of the contract and for timely preparation of monthly and quarterly project reports, disbursement requests, indicator tracking, risk reviews, and other reporting as set by MCC and MCA-Niger and in coordination with primary MCC counterpart;
- Supervise up to four assistant managers;
- Continuously engage stakeholders and ensure clear communication channels in keeping government agencies, target community, and others in Niger informed of implementation progress;
- Capture and share success stories and lessons learned towards strengthening the visibility and success of the Compact program among government partners, target community and other stakeholders;
- Support development of independent project evaluations and participate in related reviews, as necessary;
- Perform other duties as may be assigned.

REQUIREMENTS

- Advanced degree or equivalent qualification in agriculture, natural resources management, or related field;
- At least 10 years of relevant experience working on projects with demonstrated technical knowledge in at least three of the following technical areas: climate-resilient agriculture, food security, commercialization of agriculture, cooperative/producer organization, agricultural extension/training, water/sanitation, land rights, community development, or rural economic development;
- At least 5 years in managerial or senior advisory position for projects of \$10 million or more;
- Demonstrated knowledge and experience with donor-funded programs, projects and reporting;
- Demonstrated understanding required of social/gender inclusion strategies in agricultural development as evidenced by relevant project design and/or implementation experience;
- Experience with youth development desired (not required);
- Strong interpersonal and communication skills;
- Strong managerial, analytical, interpersonal, negotiating and monitoring and evaluation skills.
- Strong networking and relationship building skills.
- Fluency in written and spoken English desired (not required);
- Computer literacy and willingness to travel essential.

POSITION DESCRIPTIONS

LAND TENURE & RESETTLEMENT MANAGER

Reports to: Director of Programs

Supervises: Land Policy Assistant Manager, Resettlement Assistant Manager, GIS/Data Management Officer, Consultation Coordination Officer and advises all Land and Resettlement Officers embedded in PRAPS and CRA PIUs.

- The incumbent will be responsible for design, coordination, management and implementation of the Compact Program regarding all activities involving land tenure, land property rights securitization, reinforcement of land governance capacity, land use planning, involuntary land acquisition, physical and economic displacement, livelihood restoration activities and all other land tenure and resettlement activities included in the Compact.
- Lead and provide guidance to all MCA staff contributing to land tenure and resettlement program implementation, including MCA staff embedded in PRAPS and CRA programs, to ensure program implementation meets the requirements stipulated in the Compact including MCC Environmental and Social Guidelines, MCC Gender Policy, International Finance Corporation's Environmental & Social Performance Standards (IFC PS), and Nigerien law.
- Develop terms of reference for land and resettlement activities to be implemented by service providers and coordinate implementation of these activities; critically analyze program activities and implementation results on a continuing basis and formulate recommendations for adjustments and improvements.
- Lead and ensure preparation of all documents required for procurements associated with the land and resettlement programs; participate in technical and financial proposal review and evaluation committees as needed and appropriate.
- Comment on and approve all relevant reports developed by staff members under his or her supervision, including, but not limited to, MCA staff and consultant reports completed within the scope of the land and resettlement programs, relevant budgets, success stories/progress reports, implementation reports from other project managers and implementing entities, procurement reports, and others as defined in the implementation procedures.
- Monitor land tenure and resettlement aspects of PRAPS and CRA programs and ensure achievement of targeted results.
- Together with the MCA-Niger Land Tenure and Resettlement Manager, lead the natural resources and land use management plans policy reform activity.
- Participate in all appropriate MCA meetings, working groups, events, document reviews, etc. to ensure integration of land and resettlement activity design and implementation with design and implementation of IWRM activities including those targeting increased agricultural or animal production through enhanced and more secure and better managed access to water, land and natural resources.
- Ensure that MCA Niger management is fully and continually informed of progress, activities and challenges in refinements of land and resettlement design and program implementation through periodic reporting, meetings and any other mechanism specified by MCA coordination.

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- Maintain continual communications and collaboration with appropriate MCC counterparts, especially the resettlement and land tenure experts but also other project leads and technical experts as appropriate.
- Propose and develop terms of reference for special studies as needed, monitor conduct of the studies and organize validation of study outputs.
- Develop detailed knowledge of GON and donor-sponsored land tenure and resettlement projects in Niger and maintain information exchange as appropriate and useful.
- Design, coordinate and oversee a program to develop land tenure policy recommendations for submission to appropriate Nigerien agencies based on learning from MCA implementation of the land program.
- Actively contribute to development of crosscutting strategies such as a monitoring and evaluation program, a gender strategy, environmental plans and any needed social safeguards.
- Contribute to reporting and communications with GON officials as directed by MCA coordination.
- Liaise with GON agencies responsible for land tenure policy and implementation and resettlement, and facilitate GON participation in field visits at MCA implementation sites as appropriate.
- Initiate and complete any other task or activity either requested by MCA coordination.

Qualifications and Experience

- Law degree or other advanced degree in an appropriate discipline (sociology, rural sociology, geography) related to land tenure and involuntary resettlement and land acquisition.
- A minimum of 10 years experience in positions related to land tenure policy, analysis or management or land acquisition or involuntary resettlement in Niger.
- Demonstrated knowledge of Niger land and real estate cadasters and resettlement legislation.
- Demonstrated knowledge of international resettlement policies such as World Bank OP 4.12, IFC PS-5, or other multilateral or bilateral donor resettlement procedures. Experience in planning or implementation of projects compliant with these procedures, preferred.
- Strong communications skills and ability to work effectively as a team member.
- Must be proactive and innovative in problem solving, and will demonstrate attention to detail and a commitment to quality.
- A thorough knowledge of land tenure policy and law in Niger and also possess a comparative perspective based on knowledge of land tenure law and practices in neighboring countries or more broadly in Africa.
- Ability to consider land tenure and involuntary resettlement within the broader context as influenced by economic, sociological, institutional, cultural and political factors.
- Proficiency in standard word processing, spreadsheets and data management software (e.g., Microsoft Suite).
- Excellent written and oral skills in French
- Proficient written and oral communication skills in Hausa or another local language preferred, English language skills a bonus.

POSITION DESCRIPTIONS

ESP MANAGER

Reports to: Director of Programs

Supervises: Health and Safety Assistant Manager, Health and Safety Officer, ESP Officer, Grievance Officer, and advises all ESP Officers embedded in PRAPS and CRA PIUs.

- Primary responsibility for ensuring that the activities undertaken by MCA-Niger meet the environmental and social performance requirements stipulated in the Compact, including MCC Environmental and Social Guidelines, MCC Gender Policy, International Finance Corporation's Environmental & Social Performance Standards (IFC PS), and Nigerien law.
- Represents MCA-Niger to senior government officials and a variety of other stakeholders, both domestic and international, on the subject of environmental and social performance related to Compact implementation.
- Direct and supervise staff who will assist in managing the environmental and social performance of Compact activities.
- Lead the development and/or review of ESP documents including, but not limited to, Environmental and Social Management System, Environmental and Social Impact Assessments, Environmental and Social Management Plans, etc. Coordinate reviews with other MCA Niger Directors as relevant.
- Together with the MCA-Niger Land Tenure and Resettlement Manager provide technical guidance and review of livelihood restoration and resettlement documents, such as Resettlement Action Plans, and Livelihood Restoration Plans, ensure that the planning and implementation efforts are properly sequenced and integrated into the Compact work plans, detailed designs, and construction supervision contracts, and monitor planning and implementation to make sure requirements stipulated in Nigerien law or IFC PS 5 are met.
- Manage consultants providing environmental and social services to MCA-Niger and ensure that deliverables and work products are acceptable. Prepare and review terms of references, budgets, timelines, and cost estimates for ESP-related procurements.
- Together with the MCA-Niger Land Tenure and Resettlement Manager, lead the natural resources and land use management plans policy reform activity.
- Engage MCA-Niger staff, MCC staff, and other government counterparts to effectively integrate environmental and social considerations into project planning, development, and implementation.
- Coordinate closely with MCA-Niger staff to ensure proper oversight of the implementation of all Compact-funded projects and activities. Participate in field oversight missions.
- Serve as the main counterpart to the MCC Environmental and Social Performance staff, prepare reports or provide information as required and upon request.

Qualifications and Experience

- Advanced degree in a natural or social science, environmental planning, environmental engineering, or similar discipline.
- Approximately ten (10) or more years' professional experience in a related field, including approximately five (5) years' experience in environmental and social impact assessment and in leading

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efforts to integrate environmental and social considerations into infrastructure design and implementation.

- Thorough knowledge of Niger environmental laws and regulations, and international best practices such as the IFC PS, the World Banks Safeguard Policies, the Equator Principles, or similar.
- Experience working on projects funded by international organizations in agricultural, transportation, or other large infrastructure projects is highly desirable.
- Demonstrated ability to provide effective oversight and collaborate with multidisciplinary teams and institutions including technical experts, government officials, project-affected parties, and civil society.
- Demonstrated ability to manage a variety of tasks with minimal supervision.
- Excellent written and oral skills in French
- Proficient written and oral communication skills in Hausa or another local language preferred, English language skills a bonus.

POSITION DESCRIPTIONS

GSI MANAGER

Reports to: Director of Programs

Supervises: GSI Officers and advises all GSI Officers embedded in PRAPS and CRA PIUs

The Gender and Social Inclusion (GSI) Manager will serve as a key member of the MCA-Niger team by providing intellectual and technical leadership during the implementation of the Compact. The GSI Manager position will be responsible for overseeing and coordinating all GSI-related activities in the Compact. The incumbent will participate in Technical Evaluation Panels (TEP) and provide clearances. Given the integrated nature of the Compact, the Manager will work closely with other sectors to ensure the timely, effective and efficient delivery of activities.

Key tasks associated to this position include:

- Provide guidance and oversight to ensure that social and gender issues are taken into account and mainstreamed across contracts, and Compact activities for purposes of enhancing the social benefits of the compact and promoting sustainable development.
- Ensure that Compact projects and activities comply with MCC's Gender Policy, Gender Integration Guidelines and MCC Operational Requirements and Milestones for Social Inclusion and Gender Integration
- Lead the development and implementation of a Social and Gender Integration Plan (SGIP), with support from UNOPS, that incorporates relevant social and gender analyses and inputs into all projects and activities.
- Update the SGIP regularly, in order to reflect program changes.
- As a part of the SGIP, develop a plan to increase awareness and capacity for social and gender integration among all MCA staff and sector specialists throughout project development and implementation.
- Review findings of beneficiary analyses to ensure social and gender considerations inform project design and implementation.
- Develop and/or provide input into Terms of Reference (TOR) and Scopes of Work (SOW) to support the MCA GSI function that are in compliance with MCC's procurement guidelines and Gender Policy.
- Ensure that relevant language regarding MCC's Counter-Trafficking in Persons (C-TIP) Policy is included in all bidding and contract documents.
- Manage and support consultants and/or contractors and work with implementing entities to ensure that gender, social inclusion and poverty reduction are fully integrated into projects and activities.
- Review deliverables for all projects to ensure that gender issues are sufficiently integrated and that there is adequate planning, budget, and staff resources for social and gender analytical work and management planning.
- Collaborate with other MCA colleagues to ensure gender and social integration throughout the compact in compliance with MCC's policies and requirements. This includes but is not limited to working with:

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- Economic Analysis and Monitoring and Evaluation colleagues to ensure that data collection is age-, income and sex- disaggregated with gender-responsive indicators, data collection and monitoring tools.
- Infrastructure colleagues to support the Large-Scale Irrigation and Roads construction efforts.
- Public Relations and/or Education and Community Development staff in the development and implementation of the Compact's consultative process and information, education and communications activities, integrating gender and social considerations to target messages appropriately and increase the effectiveness of information dissemination and collection.
- Environmental and Social Protection colleagues to ensure that social and gender analyses informs the development and roll out of Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (EMPs), Resettlement Action Plans. These include (but are not limited to) issues pertaining to public health and safety, HIV/AIDS, and resettlement.
- Develop a plan for regular consultation with and engagement of women and other vulnerable groups, civil society, the private sector, Community Based Organizations (CBOs) and other relevant stakeholders in project design and implementation to strengthen social and gender integration in all projects.
- Monitor the quality of social and gender integration in all project activities, track resources invested in social and gender activities, and identify areas where integration can be strengthened or modified. Present the progress/results in each Quarterly Performance Review.
- Other tasks and responsibilities as required.

Qualifications and Experience

- An advanced degree in social sciences or a related discipline (anthropology, sociology, women's studies, public policy, community development, etc.)
- At least ten (10) years of experience in social and gender related issues in an international development context, with demonstrated expertise in social and gender analysis and gender integration in projects.
- Demonstrated experience using participatory development approaches, gender monitoring and evaluation and working closely with civil society, NGOs, government, private sector, CBOs and other relevant stakeholders.
- Demonstrated experience in managing program budgets and work plans.
- Demonstrated experience with internationally recognized gender, social and poverty analysis concepts, frameworks and tools.
- Demonstrated experience in providing guidance and undertaking technical analysis on gender, social and poverty issues in project designs, assessments, management plans, performance monitoring plans, and in procurement and contract documents.
- Demonstrated experience in developing TORs, and managing consultants, including ensuring compliance with TORs.
- Ability to interact constructively with technical and construction experts, government officials, people affected by Compact projects, and civil society.

POSITION DESCRIPTIONS

- Ability to work with multidisciplinary teams and institutions.
- Responsible and flexible attitude and capable of managing a variety of tasks with minimal supervision.
- Knowledge of Nigerien policies, laws and regulations relevant to social aspects of access to water, trade, public consultation, gender integration, social inclusion, and poverty reduction is desired.
- Knowledge of relevant MCC policies, including the Gender Policy and Operational Procedures and Milestones for Social Inclusion and Gender Integration is a plus.
- Ability to interact constructively with technical and construction experts, government officials, people affected by Compact projects, and civil society.
- Familiarity with large-scale irrigation projects, agricultural business models, access to markets, and/or livestock is a plus.
- Ability to travel to relevant project sites as needed.
- Excellent written and verbal communication skills in French is required. English fluency is desired.
- Strong computer skills (MS Office, MS Excel, Internet).

POSITION DESCRIPTIONS

M&E MANAGER

Reports to: Director of Administration & Finance

Supervises: M&E Officers, Economist/Statistical Officer

The M&E Manager will provide overall leadership and management of MCA-Niger M&E activities. This entails technical contributions to M&E deliverables. The Manager will report to the Director of Programs and will supervise up to three full-time staff on Large-Scale Irrigation and Road infrastructures, oversee M&E Officers embedded in PIUs and manage short-term consultants as needed.

Tasks

- Effectively develop and implement the MCA-Niger M&E Plan:
 - Responsible for the overall M&E strategy and implementation, which is documented and updated in the M&E Plan
 - Develop the M&E system and strategy, including identifying data sources, original data collection needs, and reporting and analysis mechanisms
 - Ensure appropriate consultation with key stakeholders about their role in supporting the M&E Plan and about any modifications to the Plan
 - Identify gaps and propose mid-course corrections in order to ensure the M&E Plan adequately covers supported projects and activities
 - Update or develop program logic diagrams (including problem statements, outputs, outcomes, goals, and underlying assumptions and risks) for supported projects and activities as they are further defined
 - Ensure that the M&E Plan and economic analysis are modified and updated in a coordinated fashion with MCC's M&E lead and Lead Economist as information becomes available (e.g., updating indicators, baselines, and targets upon the receipt of information from technical studies or better statistical information on income and/or poverty).
- Develop and execute annual and monthly M&E work plans for all M&E activities, clearly detailing roles/responsibilities, deadlines and budgets for each activity
- Develop and manage annual and quarterly budgets for M&E activities
- Based on work plan and budget, manage MCA-Niger M&E staffing in order to execute the M&E Plan
 - Make recommendations to management about additional staffing needs and guide recruitment process
 - Develop and implement an effective division of labor within the M&E unit
 - Approve all relevant reports developed by staff members within the M&E unit
- Manage contracts with local and international consultants for M&E services and verify the quality and quantity of all deliverables
 - Collaborate with the Procurement Director to prepare and conduct necessary M&E procurements (including updating the procurement plan in consultation with MCC), including, e.g., data collection firms, data quality reviews and other consultants

POSITION DESCRIPTIONS

- Draft terms of reference and conduct technical evaluations of proposals
- Properly document and secure storage of contract deliverables
- Ensure close collaboration and communication between the M&E unit, Implementing Entities, and other MCA Directorates.
 - Ensure that monitoring and evaluation is participatory and involves the principal actors and the beneficiaries of the Compact projects
 - Provide M&E guidance to counterparts (e.g., MCA project directors, gender team, M&E focal points within Implementing Entities, relevant Ministries, and project contractors) throughout the Compact implementation process, and ensure compliance with the M&E Plan
 - In collaboration with M&E staff, review M&E data regularly with decision makers to ensure that the overall program is accomplishing its objectives and corrective actions are taken if changes are warranted
 - Alert the project teams to any problems identified through the monitoring data collected and support, to the extent possible, the identification of potential solutions.
- Ensure technical quality of the quarterly Indicator Tracking Table (ITT) data, including accuracy, reliability and timeliness:
 - Develop and advise on process for collecting and reporting on monitoring data with corresponding material evidence from all Implementing Entities
 - Make recommendations, oversee execution of improvements to existing system
 - Participate in the monitoring of the Compact activities through site visits, review of reports and review of secondary data
 - Respond to MCC requests for information on data sources, data measurement methods, frequency of data collection, and disaggregation
 - Centralize, consolidate, treat, share, and archive M&E data
- Provide M&E-related comments on all other MCA technical documents (e.g., work plans, Terms of Reference, and Implementing Entity Agreements)
- Develop, manage, or contribute to, as appropriate, Quarterly Reports to ensure complete and timely submission to MCA-Niger and MCC Management (e.g., ITT, Narrative Report, Detailed Financial Plan (DFP) and corresponding documentation and evidence).
- Initiate and manage Data Quality Reviews (DQRs), per the M&E Plan, and ensure MCA-Niger and Implementing Entities address gaps and challenges raised in DQRs.
- Manage or support (when MCC manages) independent evaluation activities, including quantitative and qualitative evaluations, in collaboration with MCC M&E lead, MCC economist, and evaluators:
 - Manage an MCA-Niger Evaluation Committee that will review evaluation deliverables, including sampling and survey instruments, to ensure overall quality and compliance with M&E Plan
 - Ensure that findings are disaggregated by gender, age and income, as applicable
 - Collaborate with Project Directors and Implementing Entities to maximize adherence to program rollout and minimize threats to internal validity of evaluation design (where applicable)
- Collaborate with communications staff in the MCA-Niger to:

POSITION DESCRIPTIONS

- Facilitate learning exchanges and information dissemination with the Niger public and the donor community
- Ensure that periodic reports of ongoing program-related M&E findings are accurate, made public, and easily accessible on the MCA-Niger website.
- Respond to on-demand requests from management on results monitoring and program progress and other tasks and responsibilities as requested by the MCA-Niger CEO or MCC
- Pursue M&E-related capacity-building activities, as needed to build skills within MCA-Niger and Implementing Entities
- Identify post-Compact M&E counterpart and develop post-Compact M&E Plan to be implemented after Compact closure
- Ensure coordination with the World Bank's PIU staff for timely data collection, analysis and dissemination
- Design a workplan and implement support activities, including related contracts as needed to enhance the statistical capacities of the Ministry of Agriculture and Livestock, National Bureau of Statistics and other Ministries as appropriate

Qualifications and Experience

- A graduate degree in statistics, economics, public policy or similar equivalent degree required. A further advanced degree (PhD or equivalent) is preferred
- At least 10 years of experience designing, implementing and/or managing M&E systems required
- Experience managing data collection and conducting related statistical analysis required
- Strong management skills and supervisory experience required
- Ability to manage complex M&E activities and multiple contracts required
- Demonstrated ability to work in teams, with multiple stakeholders under competing time pressures required
- Experience with data quality reviews required
- Willingness to undertake regular field visits and interact with the different stakeholders required
- Experience designing and implementing research of poverty reduction projects preferred, such as a randomized or quasi-experimental evaluation
- Experience with Results Focused Project Management and participatory M&E methods is a plus
- Full computer skills in email and basic computer software required (including word processing such as Microsoft Word, presentation software such as Microsoft Power Point, and spreadsheets such as Microsoft Excel)
- Experience using software for statistical analysis and project management is a plus
- Very good mastery of written and oral French and English, including excellent written and verbal communication in both languages and ability to write and present technical reports

POSITION DESCRIPTIONS

HUMAN RESOURCES & ADMINISTRATION MANAGER

Reports to: Director of Administration and Finance

Supervises: IT Systems Officer, Receptionist/Secretary, Office Attendant/Messenger, Drivers.

Roles and Responsibilities

- Take responsibility for MCA-Niger in all human resource (HR) related issues and general administration issues.
- Oversee the preparation and implementation of MCA-Niger staffing plans.
- Manage hiring of staff per the staffing plan in a manner that ensures fairness and transparency in staff selection processes.
- Develop HR policies, processes and procedures for MCA-Niger.
- Develop an HR or personnel management manual including forms and circulars.
- Develop time and attendance rules and procedures and performance management procedures including a performance appraisal and incentive program.
- Maintain all records related to HR issues.
- Manage all day-to-day HR issues according to policies and internal by-laws.
- Initiate and recommend payments for all staff entitlements/benefits such as leave.
- Ensure staff are trained and motivated for efficient performance.
- Maintain office services: design and implement office policies, establish standards and procedures, organize office operations and procedures, review and approve supply requisitions, and maintain office equipment.
- Supervise office staff, assist in the recruitment and selection of office staff, orient employees, evaluate staff performance, discipline staff, assign and monitor clerical and secretarial functions, handle protocol matters, and co-ordinate implementation of ethics and value promotion activities including corruption prevention education.
- Manage the human resource functions (personnel and payroll) of MCA-Niger to ensure that qualified employees are hired and retained regardless of gender, age, or other socio-economic characteristics; pay and benefit programs are properly implemented; and ensure that a performance evaluation system is in place that measures employee performance against specific and measureable goals.
- Maintain office efficiency: plan and implement equipment procurement, maintain and replenish inventory, verify receipt of supplies, facilitate security services, transport and general utility acquisition.
- Perform any other duties as may be assigned by the Director General or the Director of Administration and Finance.

Qualifications and Experience

- University degree in Human Resource Management, Administration or related field.
- Approximately ten (10) or more years of relevant professional experience.

POSITION DESCRIPTIONS

- Proven management skills and experience, especially, in human resource management related activities.
- Experience in promoting equal opportunity and diversity in HR policies and the workplace.
- Experience in developing and managing human resources management systems.
- Demonstrated knowledge of Niger's employment laws as they relate to employment status, employment contracts, and employee benefits (including but not limited to health insurance, life insurance, retirement plans, mandatory bonuses, discretionary bonuses, discretionary pay, severance payments, holidays, annual leave, sick leave, retirement, special allowances, etc.).
- Advanced computer skills in email, word processing, spreadsheets, the internet, and familiarity with management information systems.
- Native written and verbal communication skills in French.
- Excellent written and verbal communication skills in English are highly desired.

POSITION DESCRIPTIONS

FINANCE MANAGER

Reports to: Director of Administration and Finance

Supervises: Finance & Budget Officer

Roles and Responsibilities

- Assist the relevant supervisor in the Finance Department in all accounting and record keeping.
- Assist in the processing of payments for staff salaries and any other expenses from accounts of MCA-Niger for payments.
- Assist the DAF in the monitoring of MCA-Niger's annual Program budget for the entire Compact period.
- Develop quarterly reports, detailed financial plans and quarterly disbursement requests for funding from MCC (all part of the quarterly reporting process), in coordination with the Fiscal Agent.
- Provide quarterly information to M&E and Economics Director on contracts and financial disbursements needed by M&E to track Compact process milestones and timeline/completion risks.
- Assist the DAF, in coordination with the Project Managers, in estimating the future commitment and cash flow requirements for each Project for each period, and ensure that all accompanying reports are delivered according to the required schedule.
- Monitor expenses against budgets to ensure adequate resources and control of funds.
- Oversee the development of the operating budget for the MCA-Niger.
- Cooperate fully with the auditors to ensure that the auditing requirements of the program are satisfied as required by the Compact.
- Assist the DAF in developing and managing all program accounting reports, including special reports required by the MCA-Niger or the Board of Directors.

Qualifications and Experience

- A university degree in Accounting (preferred) or Finance; preferably a Certified Public Accountant (CPA) or equivalent.
- Approximately ten (10) or more years of professional experience, including approximately five (5) years in a financial management position of a project or company having an annual budget of more than \$3 million USD or as an auditor in a public accounting firm.
- Proven skills and experience, especially, in financial management related activities.
- Ability to develop complex budgets and manage all related financial transactions.
- Experience in financial management systems and processes.
- Advanced computer skills in email, word processing, spreadsheets, the Internet, and familiarity with Management Information Systems.
- Excellent written and verbal communication skills in English.

POSITION DESCRIPTIONS

COMMUNICATIONS MANAGER

Reports to: Director of Administration and Finance

Supervises: Webmaster/Infographe Officer

Responsibilities

Reporting to the Director of Administration and Finance, the Communications and Outreach Director will develop and implement broad-based strategic communications strategies and plans to effectively promote and publicize MCA-Niger projects and activities.

- Lead and manage all communications efforts for MCA and the compact, including events, media and stakeholder outreach, social media, and public information campaigns.
- Develop and implement a robust communications strategy including outreach to local and national media, government officials, stakeholders and the public.
- Serve as the official spokesperson for MCA and the Compact and develop media opportunities.
- Manage communications budget, staff and contractors.
- Coordinate closely with MCC Headquarters on communications strategy and plan, branding, and any high profile issues. Coordinate high profile efforts with the US Embassy in Niger.
- Ensure public access to information on MCA and compact activities.
- Develop and implement strategic plans to ensure meaningful community/public participation in planning, monitoring and evaluating the program (the latter in coordination with the MCA M&E Manager).
- Develop and implement a private sector partner outreach strategy in conjunction with the MCA National Coordinator and relevant Directors communicate private sector successes as well as publicize opportunities
- Collaborate with appropriate MCA staff to issue timely bulletins to stakeholders and target groups furnishing them with information about the program.
- Develop the consultative process plan, in compliance with MCC's requirements, in collaboration with the ESP Manager and (GSI) Manager.
- Oversee public consultation sessions.
- Develop MCA Branding Guidelines that will adhere to the mandatory MCC Branding Guidelines and manage the MCA-Niger brand.
- Manage and direct the development and maintenance of the MCA website.
- Manage stakeholder relations by building, maintaining, and leveraging a good network of contacts to facilitate and/or promote the program.
- In collaboration with the MCA M&E Manager, communicate progress to results as per the M&E plan.
- Prepare speeches and talking points for National Coordinator on public speaking engagements.

POSITION DESCRIPTIONS

Qualifications and Experience

- A Degree in Communications, Community Development, Business Administration or related field (advanced degree preferred).
- Approximately ten (10) or more years of relevant working experience in corporate communications, community and public outreach, approximately three (3) years of which should be at a senior management level.
- Ability to think strategically and have planning and project management skills.
- Experience working with national and local media; previous on-the-record experience.
- Demonstrated knowledge and expertise in managing public information campaigns.
- Demonstrated knowledge and expertise in crafting and delivering messages to diverse stakeholders.
- Must demonstrate good judgment and the ability to collaborate effectively with peers as well as work across departments or divisions.
- Experience managing staff.
- Strong computer skills (MS Office, Internet).
- Fluency in local language and excellent written and verbal communication skills in English.
- Experience working with international organizations or donors a plus.

POSITION DESCRIPTIONS

PROCUREMENT MANAGER

Reports to: Director of Procurement

Supervises: N/A

Placed under the supervision of the Director of Procurement, the Procurement Manager will essentially assumes the following functions:

- Assist the Director of Procurement to drive efficiency in the different stages of procurement of works, supplies and services in accordance with MCC guidelines and procedures manual;
- Advise MCA staff on procurement and contracts management issues;
- Analyze and finalize the Terms of Reference, the description of the technical specifications or other documents (procurement applications), initiated by management or projects before communication to the Procurement Agent or MCC;
- Perform verification of Call Orders or RFPs produced by the Procurement Agent to ensure their compliance with MCC guidelines;
- Support projects and management in the establishment of panels for evaluating bids according to the activities impacted by the procurement;
- Participate in Bid Opening sessions and produce bid summaries, and facilitate panels assessment of technical and financial proposals;
- Ensure updating of semi-annual procurement plans and respect of the procurement timetable;
- Identify in collaboration with management the acquisition needs for goods and services for the operation of MCA;
- Participate in negotiations with local and international companies and consultants towards signing of contracts;
- Prepare contract award notifications and check draft contracts before they are signed;
- Participate in the preparation of monthly and quarterly activity reports;
- Participate in the preparation and finalization of the Quarterly Request for Funds (DR);
- Ensure that the computer and/or manual systems set up by the MCA for the management, monitoring and closure of procurement are regularly updated;
- Organize, manage, review, analyze and comment on the documentation related to contracts;
- Participate in Program Closing operations concerning the Procurement component, including contract administration, contract monitoring, responses to audit recommendations, and archiving of procurement records.
- Perform any other duties required by the Director of Procurement.

Profile and Qualifications

- Hold a university degree (Bac plus 4 years minimum) in engineering, business administration, law, international development or other equivalent field;

POSITION DESCRIPTIONS

- Have good knowledge of the procedures and guidelines of development partners, including the World Bank, on the award of contracts for works, supplies and intellectual services;
- Have at least ten (10) years of professional experience in procurement procedures, including the formulation of TDR, the drafting of tender documents, tender evaluation and monitoring of the contracts execution;
- Have experience in negotiation and administration of contracts;
- Good command of computer skills (Microsoft Office, internet, procurement software);
- Have the ability to work under pressure and manage priorities;
- Fluent in oral and written French;
- Good written and verbal communication skills in English;
- Have experience and skills to work with diverse team(s).